



# MAELC Strategic Initiatives Grant Application Guidelines 2016-2017

*Promoting and Expanding Agricultural Education*

## **Strategic Initiatives Grants**

The Minnesota Agricultural Education Leadership Council (MAELC) will award grants to support programming for agricultural, food and natural resource education (AFNRE) at the primary, secondary, and postsecondary levels. Grants may either be for individual organizations or for collaborative efforts between two or more organizations. Groups may apply for grants through a sponsoring organization. All applications must be submitted online at [www.mn.gov/maelc/grants.html](http://www.mn.gov/maelc/grants.html) before midnight (central) on **November 15, 2016 and April 1, 2017**.

### **These strategic grants are focused to assist in the following areas:**

#### **Agriculture, Food & Natural Resource Literacy**

These grants are to promote agricultural, food and natural resource literacy initiatives across Minnesota in both formal and non-formal educational settings. Education institutions, nonprofit institutions, and government agencies are eligible to apply. Priority is given to grants that promote agricultural education to new audiences and projects that partner with other organizations.

#### **Secondary/Post-Secondary/Farm Business Management**

1. Align and enhance AFNRE courses for effective integration of science, math and economics standards and principles. Examples of projects may be: curriculum development and training, in-service, equipment/supplies, or cooperative efforts within the school or among secondary, postsecondary and business.
2. Implementation of new, or expanding upon current AFNRE programs that attract new and underserved/underrepresented groups. May include cultivating program models that are innovative and flexible. Also supports the implementation of additional higher education institutions that offer a teacher training program in Agricultural Education.
3. Career exploration programs that recruit and retain students for the future workforce in agricultural education and agriculture careers.
4. Provide support for the career lifecycles of all AFNR educators (e.g. early, mid or late career). This can include professional development opportunities to expand and grow all AFNR educators' skills.
5. Address licensure issues and promote alternative pathways to licensure including strengthening transfer option relationships.
6. Programs that recruit, retain and transition instructors at the secondary, postsecondary and adult farm business management levels.
7. Assist in developing a fiscally sound Farm Business Management program with statewide program leadership.

## **Grant Selection Procedure**

Complete application online at [www.mn.gov/maelc/grants.html](http://www.mn.gov/maelc/grants.html)

First round grant recipients will be notified of awards in December, 2016. Second round grant recipients will be notified of awards in May, 2017. Unless otherwise specified in the grant application, the deadline for awarded grants to be completed will be eighteen months from the award date.

***\*\*Please note: Secondary and post-secondary agricultural education programs, as well as Farm Business Management programs, can apply for up to \$5,000 for computer technology that must be matched by your school district, college or other organization. These matching funds need to be identified within the application budget summary.***

## **General Suggestions When Applying**

MAELC typically does not fund textbooks, student stipends, and extended contracts.

MAELC **will not accept** applications for greenhouse structures, however, will still consider funding items such as consumables or other materials.

Higher priority will be given to those applications that show community partnerships and other funding sources to assist in the completion of the project.

MAELC prefers not to sustain repeat projects.

A well-written application should be detailed, creative and include a complete justification of budget components.

## **Financial Procedures**

MAELC procedures require establishment of a contract with grant recipients to ensure clarity of expectations with regards to grant parameters. Funds not used in accordance with the grant contract must be returned. Seventy-five percent of grant proceeds will be paid up front. The remaining twenty-five percent will be paid upon grant completion including the submission of a final report and documentation of expenses incurred. A final report and documentation of expenses is required for all grants regardless of the amount of grant funds used. If a grant is not closed eighteen months from the award date, MAELC and the University of Minnesota reserve the right to retrieve the original seventy-five percent of the grant funding.

## **For More Information**

If you have questions pertaining to your grant application, contact:

Sarah Dornink, MAELC Executive Director  
(612) 624-6249 \* [tesm0010@umn.edu](mailto:tesm0010@umn.edu)

*Established in 1997 by the Minnesota Legislature, MAELC is comprised of seventeen educators, legislators, government officials, and agribusiness and community organization representatives. The Council represents all of the major institutions and groups in Minnesota with an interest in agricultural education and serves as a focal point for initiatives to improve agricultural education in the state.*



# MAELC Strategic Initiatives Grant – Application Procedures

## Tips for Online Application Submission

### **Saving Application Progress -**

Each time a page is switched in the application, answers are automatically saved. The application can be retrieved where you left off when clicking the “Apply” link again. **This only works if returning to the application on the same internet browser and computer, and if browser “cookies” have not been cleared** (the form utilizes “cookies” to track progress).

- *Please note – Utilizing a public computer may cause issues with the automatic saving. If you plan to start the application and return to it later, you may want to use a personal computer or device.*

### **Changes to Submitted Applications -**

After the grant application has been submitted, the link will no longer re-open the application. Should you need to change or update the application, a link can be sent in order to re-open your application **provided it is prior to the submission deadline**. To do this, please email Kari Schwab at [opdah012@umn.edu](mailto:opdah012@umn.edu) or call the MAELC office at (612) 624-6256.

### **Final Application Copy -**

A copy of your completed application will be sent to the email listed on the application form.

## Grant Application Questions

Please be prepared to answer the following questions when submitting your application.

### **Proposal Information**

- Title of Project
- 2-3 Sentence Summary of Request

### **Strategic Initiatives Project Narrative**

- Describe the purpose, objectives and activities of your project including how these fulfill the MAELC strategic initiatives found on the guidelines page (p.1). Please identify what population(s) will be served.
- Describe the anticipated impact of the project. How many learners will be reached? How will the project impact agricultural education locally and/or statewide?
- Who are the partners in this effort? How does each partner contribute to meeting the project’s purpose and objectives?
- Describe your criteria for success. What do you want to happen as a result of your activities? Will this project/program be sustainable in the future? How?
- How will you disseminate information about your project and your results? How will others be able to learn from your project?

**Budget**

- Provide a detailed explanation of **each budget component** that is noted on the Budget Summary. How are other resources used to strengthen the proposal? Please include a rationale for each budget amount listed.

**Budget Summary**

<b>Expense Categories</b>	<b>Amount requested from MAELC</b>	<b>Your Organization/ School's Contribution (In-kind)</b>	<b>Other (Identify Source)</b>	<b>Total Budget</b>
Administrative*				
Teaching/Instruction (specify number and type of position)				
Support Staff				
Fringe Benefits				
Consultant Services				
Professional Travel (In-state)				
Professional Travel (Out-state)				
Student/In-Service Participant Transportation				
Student/In-Service Participant Food/Lodging				
Supplies, Materials, and Postage				
Textbooks and Workbooks				
Instructional Technology: Equipment				
Instructional Technology: Software/Materials				
Other (please specify)				
<b>Project Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

\* MAELC funding restricts administrative costs, including indirect costs but excluding support staff hired directly for the proposed program, to 5%. Indirect costs are those incurred for a common or joint purpose benefiting more than one project. The proportional costs of office space, heat, light, etc., are considered to be indirect costs.